

FRESNO, CALIFORNIA

CLASS SPECIFICATION

FRESNO CHANDLER SUPERVISOR

FLSA STATUS:

Exempt

CLASS SUMMARY:

The Fresno Chandler Supervisor is the third level in a five level Airport Operations series. Incumbents are responsible for developing and implementing programs for the orderly development of the airport, overseeing programs for maintenance of airport facilities and properties, the fulfillment of maintenance and repair requirements, maintaining liaison with airport tenants and public users, and representing the Department with the public.

The Fresno Chandler Supervisor is distinguished from the Airport Operations Specialist Leadworker by its responsibility for supervising and administering the day-to-day operations of the Fresno Chandler Executive Airport. The Fresno Chandler Supervisor is distinguished from the Airports Airside/Landside Superintendent, which is responsible for supervising and administering the day-to-day operations of the airside and/or landside components of the Operations section at the Fresno Yosemite International Airport.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

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|----|---|--------------|
| 1. | Supervises staff including prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations. | Daily
15% |
| 2. | Collaborates and confers with division and/or department management, intra-City and interagency committees, advisory groups, the general public, external agencies, contractors, and/or other interested parties to coordinate activities, discuss policies, review work, exchange information, and resolve problems. | Daily
30% |
| 3. | Manages the day-to-day operations and activities of an assigned group of operating divisions within the Airport department, including participating in planning, coordinating, administering, and evaluating projects, processes, procedures, systems, and standards; developing and coordinating work plans; participating in the development of goals and objectives; and ensuring compliance with applicable Federal, State, and Local laws, regulations, codes, and/or standards. | Daily
20% |
| 4. | Participates in a variety of meetings, Boards, commissions, and committees in order to receive and convey information associated with environmental assessments, FAA regulations, Federal and State laws, and/or other applicable issues associated with airport systems. | Weekly
5% |

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<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties are a representative sample; position assignments may vary.)		<u>FRE-QUENCY</u>
5.	Participates in developing, administering, and monitoring operating and capital improvement programs.	Monthly 5%
6.	May represent the Director of Aviation with private and applicable Federal, State, regional, special district, and County agencies regarding a variety of departmental issues.	Quarterly 10%
7.	Serves as a technical advisor to the Operations Manager regarding airport land use issues and general aviation issues.	Quarterly 5%
8.	Participates in reviewing and making recommendations on plans and improvements, including monitoring their progress at Fresno Chandler Executive Airport; and coordinates efforts with applicable operating divisions.	Annually 5%
9.	Evaluates proposed ordinances and regulations, determining and communicating potential impact on operations.	Occasion-ally 5%
10.	Authorizes the opening and closing of aircraft operations areas, runways, and taxiways.	Weekly 5%
11.	Performs other duties of a similar nature or level.	As Required

Training and Experience (positions in this class typically require):

- Bachelor's Degree in Public Administration, Business Administration, Airport Management or a closely related field and two years of experience in airport operations and maintenance are required;

OR

- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Additional qualifying experience may be substituted for education on a year-for-year basis.

Licensing Requirements (positions in this class typically require):

- Successful completion of a Federal Aviation Administration (FAA) 10 year employment history verification, which may include a criminal history records check
- Basic Class C License

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Knowledge (position requirements at entry):

Knowledge of:

- Supervisory principles and practices;
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations;
- Budget administration principles and practices;
- Management and supervisory principles and practices;
- Airport Development principles, practices and procedures;
- Airport safety principles and theories;
- Traffic control devices;
- Airport planning principles and theories;
- Modern methods and techniques utilized in the design and consultation of transportation projects.

Skills (position requirements at entry):

Skill in:

- Monitoring and evaluating the work of subordinate staff
- Prioritize and assigning work; detail oriented and ability to multi-task*
- Training employees in proper work methods
- Using computers and applicable software applications
- Developing and administering budgets
- Developing, implementing, and administering a comprehensive transportation program and associated standards
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, crouching, pulling and pushing.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting and intense noises.

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Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 11/2007

Reviewed by the City of Fresno

Date: 5/2008